KEN IT Coordination Committee Meeting
Wednesday, June 28, 2006
Education Cabinet, Capital Plaza Tower, 3rd floor Conference room

MINUTES:

In Attendance:

Ann Riggs – Educ. Cabinet
Scott Smith - EPSB
David Couch – KDE
Robin Morley - KDE
Allen Lind – CPE
Tom Ferree – COT
Trisha Lawrence – Connect Ky (via audio conference)

Ann called the meeting to order and passed out the minutes to last weeks' kickoff meeting. She asked if these minutes were accepted and Tom motioned that we approve the minutes and David seconded the motion.

David brought up the question of what mechanism will be used to get started. Ann stated that by law (per Finance) we will be required to use the KIH2 contract. Ann read the statute which states that we are required to use the contract in place now, but if they cannot provide adequately to our needs we will be able to pursue other options. We will need to submit a request to Finance what our needs and functional requirements are first. It is important that the existing contract be able to provide the functional needs as well as stay within our timelines and budget.

Robin and David reminded us that Robin Kinney has already sent a request to Finance, Dan Abner, on June 8th listing all of KDE's needs but they haven't received an official response from them yet. We need to learn from them if the format they submitted was acceptable and if so; we'll need to have a design group get together to list the functional requirements of the whole group, collectively, to present to Finance. Tom Ferree said that he would try to expedite a response in the next week so that we can move forward on this.

DESIGN PROCEEDS PROCUREMENT
Ann indicated that we need to organize the groups today, at least the Network Design Group. The Network Design Group will be a sub-group of this group. The Network Design Group will not design the physical network, but they will design the concept and put that in writing. After much discussion, it was agreed that this is the order of things that we'd like to see happen in the next 30 days……..

- Get response from Finance on KDE's model request which was submitted June 8th
- Have the Design Group put expectations together for the collective agencies – (KDE, CPE, Workforce, EPSB, COT, KCDHH, KET, KDLA, Connect Ky)
- This group will meet with the sub-group to review and approve their findings
- Those findings will be submitted to Finance for their review, and response forthcoming on the procurement mechanism that will be able to provide our services needed. It was suggested that maybe even this be a working meeting w/ Finance being able to give us an immediate answer.
- The IT Coordination Committee will then meet with Executive Committee again to report our progress and get their final approval. If the IT Coordination Committee is not able to agree unanimously, we will take it to the Executive Committee for them to decide.

<u>NETWORK DESIGN GROUP NAMED</u>
Each member of the IT Committee was asked who from their technical staff would be assigned to the Network Design Group. That person could also bring in someone else to join the working meetings if they so desired. They are as follows…..

    Stuart Hamling – Workforce
    John Barnes – KCDHH
    Scott Smith – EPSB

Tim Sizemore – KDE
Brad Watkins – COT
Skip Hunt – KDLA
Mike Clark – KET/Env. Ed.
CPE – (3) staff to be determined
Connect KY – (1) staff to be determined

Ann is going to try and schedule a meeting with the Network Design Group and the IT Coordination Committee for July 5th or 6th. This meeting will be to give them information on what is expected of them as a design group and then it is up to them to work together and come up with something to present back to us, the IT Committee, at our next scheduled meeting on July 12, 2006.

PROJECT LEADER FOR NETWORK DESIGN GROUP

There was discussion regarding the need to name a leader for the Network Design Group to facilitate and organize their meetings. That person will need to be impartial since several agencies will be involved in this design process. It was discussed to have Brad Watkins from COT be the leader. Also, the question was brought up that maybe we could use KEN money to hire a project manager to mitigate this group. Al Lind indicated that he knew of three people who were retiring on June 30th and any of them would be good project managers for the KEN Initiative. Also, K12 just hired a project manager and it was discussed as to whether or not they could use them for this role also; but it was later determined that this was not a valid option. After discussing several options, it was agreed by all to appoint someone from the initial design group to act as lead person. It was decided that Mike Clark should be the lead person of the Network Design Group.

IN CLOSING….

Ann will check with Ann Guarnieri regarding when we could possibly meet with the Executive Committee again, possibly in September if not before.

Tom brought up the possibility of inviting Dan Abner or Secretary Farris to be on the agenda at our next committee meeting to put us at ease that Finance will do what is right for this project in accordance to our needs, not based on political or other issues.

Our next IT Coordination Committee is scheduled for Wednesday, July 12, 2006.